

## MONTANA BOARD OF REAL ESTATE APPRAISERS

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[www.realestateappraiser.mt.gov](http://www.realestateappraiser.mt.gov)

### APPLICATION FOR EDUCATION COURSE

Fill out form below, sign and submit it, along with appropriate application fee to the address above.

☐ **Original Course Application ~ \$50.00**

☐ **Course Renewal ~ \$25.00**  
(Courses must be renewed every 3 Years)

1. **Name Of Provider Institution:** \_\_\_\_\_
2. **Contact Person:** \_\_\_\_\_ 3. **Telephone:** \_\_\_\_\_
4. **Fax:** \_\_\_\_\_ 5. **Website:** \_\_\_\_\_ 6. **Email:** \_\_\_\_\_
7. **Address:** \_\_\_\_\_  
(Street, PO Box) (City) (State) (Zip)
8. **Course Title:** \_\_\_\_\_ 9. **Course Topic:** \_\_\_\_\_
10. **Course Category:** ☐ Qualifying Education ☐ Continuing Education ☐ Both
11. **Number of Course Hours Applying For:** \_\_\_\_\_ 12. **Number of Days:** \_\_\_\_\_
13. **Method of Presentation:**
- ☐ Traditional Classroom ☐ Correspondence ☐ Internet ☐ Computer Course ☐ Other

14. **Required Attachments:**

**QUALIFYING EDUCATION**

- **Course Materials:**
- Course Description
  - Course Outline
  - Learning Objectives
  - Instructional Material For Students  
(Textbooks, Notebooks, etc.)
  - Materials for Instructor Use  
(Overheads, etc.)
  - Topic Matrix
  - Sample of Final Exam & Answer Key
- **Policies Covering:**
- Course Prerequisites
  - Instructor Qualifications
  - Attendance
  - Cancellation & Refund
- **Miscellaneous:**
- Course Tuition/Fees
  - Course Schedule
  - Instructor's Resume/Bio
  - Copy of certificate

**CONTINUING EDUCATION**

- **Course Materials:**
- Course Description
  - Course Outline
  - Learning Objectives
  - Instructional Material For Students  
(Textbooks, Notebooks, etc.)
  - Materials for Instructor Use  
(Overheads, etc.)
- **Policies Covering:**
- Instructor Qualifications
  - Attendance
  - Cancellation & Refund
- **Miscellaneous:**
- Course Tuition/Fees
  - Course Schedule
  - Instructor's Resume/Bio
  - Copy of certificate